



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 20, 2013

Tara Kelly  
7715 NW 16<sup>th</sup> Street  
Ankeny, IA 50023

Dear Ms Kelly,

This letter is in regards to the November 19, 2013 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

**NOTE: An inquiry was made about mesh lining for cribs. There is no specific code indicating that you cannot have liners and other items such as blankets, however, best practice and safety suggests not having any of these items in, or around, a crib that could create a suffocation or strangling hazard despite the age of the child.**

☐ 110.4 No more children are in care than the rules for the specific category will allow.

**One over on numbers, has a plan to correct. Also considering adding an assistant or substitute. (This letter includes criteria for both)**

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

**Please add a detector to the bedroom which also serves as a napping room.**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**Advised. See Health Related Emergency document in the packet provided.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

**You were not out of compliance with this code. Please see below for assistant criteria in the event you chose to use an assistant or substitute.**

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

#### 110.5(10) **Substitutes**

**You were not out of compliance with this code. Please see below for criteria in the event you chose to use a substitute.**

☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

☐ 110.5(10)c The substitute must be 18 years of age or older.

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, incl

#### 110.9(1) **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

**One over numbers with a plan to correct the issue. The below points were in compliance and are listed for your future reference.**

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

☐ 110.9(1)c Not more than four additional school-age children.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

☐ 110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before December 27, 2013.**

☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after \_\_\_\_\_.

x ☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: December 27, 2013.**

X

Signature

Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford  
Child Development Home Compliance Checks  
DHS, Dallas County  
210 N. 10<sup>th</sup> Street  
Adel, IA 50003  
(515) 993-1742 (ph)  
(515-) 564-4033 (f)

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).